

X FORMS, RECORDS AND REPORTS	Page 1 of 1	
Division of Forensic Science IMPRESSION UNIT TRAINING MANUAL	Amendment Designator:	
	Effective Date:	30-March-2004
X FORMS, RECORDS AND REPORTS		
10.1 PURPOSE		
10.1.1 To acquaint the student with forms internal to the Division of Forensic Science as well as those of the various services which he will come into contact with in examining evidence at the Division of Forensic Science. Further, the student will be acquainted with the records maintained at the Division of Forensic Science as well as the manner in which the results of examinations are reported.		
10.2 OBJECTIVES		
10.2.1 The student will attain:		
<ul style="list-style-type: none"> • A working knowledge of the various forms, records and reports related to daily operations in the Impression Unit of the Latent Print Section of the Division of Forensic Science. • The ability to properly complete the forms necessary to accomplish and document the examination of physical evidence. • The ability to properly report the results of impressions examinations. 		
10.3 GOAL		
10.3.1 Upon completion of this segment of training, the student will possess knowledge and understanding of the requirements for maintaining accountability of evidence to include additional evidence when appropriate, maintaining a record of procedures sufficient for assumption by other examiners or recall in the event of necessity such as judicial inquiry, and the rendering of clearly and accurately written reports of findings of examinations.		
10.4 DISCUSSION		
10.4.1 The written report is often the initial information available to the submitter and the servicing legal office upon which a determination is made as to the prosecution of the entire criminal case. It is therefore essential that accurate, clearly written and informative reports be returned to the submitter. During this segment of training, the student will ultimately be required to properly complete the appropriate forms and records and render written draft reports pertaining to the evidence upon which he/she will perform examinations. Emphasis will be on evidence accountability, note taking and the completed laboratory report.		
10.5 EXAMINATION		
10.5.1 Successful completion of this segment of the training program will be determined by evaluation of the practical application of knowledge of the required forms, records and reports. The scoring of this test will be on a satisfactory/unsatisfactory basis.		